

NORTH DEVON CREMATORIUM JOINT COMMITTEE

A meeting of the above Committee will be held at the Crematorium, Barnstaple on **FRIDAY 9th FEBRUARY 2018 AT 2.30 p.m.**

Members: Representing North Devon Council

Councillors Mrs Barker, Edgell, Jones, Lane, Moores and Yabsley (Chairman).

Representing Torridge District Council

Councillors Dezart, A. Inch, S Inch, Langmead (Vice Chairman) and Pennington.

AGENDA

1. Apologies for Absence.
2. To approve as a correct record the minutes of the meeting held on 20th October 2017 (attached).
 - (a) Matters Arising
3. Items brought forward which, in the opinion of the Chairman, should be considered by the meeting as a matter of urgency.
4. Declarations of Interest.
5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

PART 'A'

6. Crematorium Matters. Report by the Crematorium Manager (attached)
7. Crematorium Memorial Gardens – Proposed Improvements 2018/19. Report (attached)
8. Performance Monitoring Report – Quarter 3 2017/18. Report by Treasurer (attached)
9. 2018/19 Budget, Fees and Charges. Report by Treasurer (attached)
10. Dates of Future meetings:

Recommended that the following dates be agreed:

Friday 22nd June 2018 @ 2.30 p.m.

Friday 3rd August 2018 @ 2.30 p.m.

Friday 2nd November 2018 @ 2.30 p.m.

Friday 15th February 2019 @ 2.30 p.m.

PART 'B' (Confidential/Restricted Information)

Nil

NOTE: Local Government (Access to Information) Act 1985

In addition to any document specifically mentioned, reports included in this Agenda will have been prepared with reference to any or all of the following:

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1. All relevant statutory provisions.
 2. All relevant Government circulars and ministerial advice.
 3. All relevant adopted policies of the Council.
 4. Capital Works Programme.
 5. Current Estimates.
 6. Standing Orders
 7. Consultants' opinion and advice.
 8. Published works relevant to the subject of the report.

NORTH DEVON CREMATORIUM JOINT COMMITTEE

9th February 2018

REPORT OF TREASURER

BUDGET 2018/2019

1. INTRODUCTION

- 1.1. This report forecasts the final estimated position for 2017/18 and recommends the budgets for 2018/2019 for consideration by the Joint Committee.

2. RECOMMENDATIONS

- 2.1. The Joint Committee is recommended to:

- 2.1.1. Approve the 2018/2019 Budgets as set out in paragraph 3 of the report.
- 2.1.2. Approve the basic cremation charge of £660 for 2017/2018 as detailed in paragraph 6.1.
- 2.1.3. Approve the fees and charges as detailed in paragraph 6.3 and Appendix 2.
- 2.1.4. Approve the distribution of surpluses for 2017/18 of £334,880 to the constituent authorities as set out in table 3. £200,928 to North Devon Council and £133,952 to Torridge District Council.
- 2.1.5. Note the budgeted distribution of surpluses of £367,680 for 2018/19 set out in paragraph 7.1.
- 2.1.6. Approve the transfer of £100,000 to the Equipment Replacement Reserve.

3. BUDGET SUMMARY

	Actual 2016/2017 £	Budget 2017/2018 £	Probable 2017/2018 £	Budget 2018/2019 £
Premises	220,711	214,080	186,032	210,200
Transport	852	1,000	742	1,000
Supplies & Services	144,569	159,080	178,566	181,810
Central Support & Employees	237,346	262,210	255,001	272,620
Total Expenditure	603,478	636,370	620,341	665,630
Fees	1,050,617	992,700	1,019,742	1,055,200
Sales	95,423	79,150	91,145	100,610
Interest	1,560	1,750	486	500
CAMEO*	12,695	12,000	7,771	7,000
Miscellaneous	197	650	197	0
Business Rates Refund	77,586	0	0	0
Total Income	1,238,078	1,086,250	1,119,341	1,163,310
Contribution to Earmark Reserve	263,760	15,000	15,000	30,000
Contribution to Equipment Replacement Res	100,000	100,000	100,000	100,000
Distribution NDC	162,504	200,928	200,928	220,608
Distribution TDC	108,336	133,952	133,952	147,072
Surplus	0	0	49,120	0

* Crematoria Abatement of Mercury Emissions Organisation

4. PROBABLE ESTIMATE

- 4.1. The probable estimate for 2017/18 predicts a surplus of £49,120 after the surplus distribution is made to the two constituent authorities. If this surplus is achieved at outturn it is proposed to transfer this additional surplus to the earmarked reserve to cover the increased costs of the Aspen Chapel refurbishment.

5. ESTIMATES 2018/2019

- 5.1. No general inflationary increase has been applied to the 2018/19 expenditure budgets. Budgets that involve staff

have been increased with forecast increases in salaries at 2%, which is the current level offered by the employers side in negotiations over salary increases for 2018/19 and 2019/20.

- 5.2. All budgets have been reviewed and set in line with current activity and anticipated future spend. Buildings and grounds maintenance budgets have been set in line with the maintenance programme.
- 5.3. For the purpose of the 2018/19 budget the estimated number of cremations has been increased from 1,500 to 1,550, which reflect the increased number of services.

6. FEES AND CHARGES 2018/2019

- 6.1. It is proposed to increase the cremation fee to £660 for 2018/2019. This represents an increase of 3.13%. The current prices for neighbouring crematoria are detailed in appendix 1 of this report.
- 6.2. A movement of £10 to the cremation fee would have the impact of £15,500 p.a. on the revenue income.
- 6.3. The proposed fees and charges for 2018/19 are attached in appendix 2. Non-living memorials have been increased by 3% and living memorials have been increased by 10% to reflect the increased management they require. The "Burial of cremated remains" fees have been retained as these are relatively rarely used. Two new fees have been added, the "Bearing of coffin" fee and "Service cancellation within 72hrs of service" fee.

7. DISTRIBUTION OF SURPLUSES

- 7.1. The 2018/19 budget allows for £367,680 to be distributed to the constituent authorities. It is proposed that the surpluses to be distributed in respect of 2018/19 are £220,608 to North Devon Council and £147,072 to Torridge District Council.

8. RESERVE TRANSFER

- 8.1. The estimate allows for a transfer to the Equipment Replacement Reserve of £100,000 at the end of the 2018/19 financial year.
- 8.2. If the probable estimated figures for 2017/18 are achieved, a working balance of £100,000 would be maintained, which is sufficient in light of the risks facing the Crematorium.
- 8.3. Projected funds available in the Capital and General Reserves are detailed below:

	31 st March 2017	Projected 31 st March 2018	Projected 31 st March 2019
	£	£	£
Crem Earmarked Reserve	435,945	423,120	222,330
Equipment Replacement Res	100,000	200,000	300,000
General Reserve	100,000	100,000	100,000
	635,945	723,120	622,330

- 8.4 The Crem Earmarked Reserve was originally set up to fund the new Rowan chapel capital project. The balance is planned to be used for Phase A (Aspen chapel refurbishment) and Phase B (Garage/Memorial Hall). Phase A has been re-costed at £230,790 and is planned for 2018/19, the remaining balance of £222,330 will be used for Phase B in future years, costs and resources permitting.
- 8.5 The Equipment Replacement Reserve has been established to set aside resources to ensure that sufficient funds are available when the cremators and filtration equipment reach the end of their useful life.

Mark Knight
30th January 2018

Appendix 1

Crematorium	Cremation Fee	No Service Fee	Extra Service time	Environment levy fee	Includes (urn, Wesley, organ, chapel attendant, medref, unwitnessed disposal, etc).	Anticipated date For price increase And new fees
Torbay	£842.00 *£945	£720 *£650	£200.00 (extra) *£215	£53.00	All of the above.	Increase from The 1 st Jan 2018*
Bodmin	£999 £850 – early slot Tues/Wed /Thur	£499	£500 (Extra)	Included	All of the above.	Price rise as of Oct 2017 Sept 2018
Exeter	£999	£499	£500 (Extra)	Included	All the above	Price rise as of Oct 2017 Sept 2018
East Devon	£850	£650	£200 (Extra)	Included	As Above	Price review/rise April 2018
Taunton	£715	£610	£180 (Extra)	Included	As Above	April
North Devon	640	540	£154 (Extra)	Included	All of the above	April

NORTH DEVON CREMATORIUM FEES & CHARGES 1 APRIL 2018 – 31 MARCH 2019

CREMATION FEES

Adult (over the age of 16 years)*	£660.00
Child (up to the age of 16 years)*	No Fee
Cremation delivery fee or Walk-Through/No Service (before 9.00am)	£560.00
Service extension/ Memorial Service for 30 minutes incl. Organist	£160.00
Charge for service over run	£210.00
Bearing of coffin ('emergency' service only)	£30
Service cancellation within 72hrs of service	£160

* Cremation fee includes:- *Use of Chapel, waiting room etc., services of Chapel Attendant, Music System, Organist (if available), Medical Referee's fee & Disposal of cremated remains in Gardens (unwitnessed).*

WEBCAST SERVICES (Rowan Chapel Only)

Live	£30
Live & 28 Days Watch Again	£45
Physical Copy (DVD/Blu-Ray/USB Stick)	£50

VISUAL TRIBUTE SERVICES (Rowan Chapel Only)

Single Photo	£12	As single photo (shown throughout)
Simple Slideshow	£38	Slide show max 25 pics (once or on loop)
Professional Photo Tribute	£70	Slide show max 25 pics with music (played once)
Family Supplied Video Checking	£18	Checking supplied video (played once)

CONTAINERS

Cardboard Casket	£10.00
Polytainer	£10.00
Scatter Tube	£20.00
Keepsake Tube	£10.00

BURIAL OF CREMATED REMAINS

Attendance Fee to witness the burial of ashes	£35.00
Placement Fee when returned 12 months or more following cremation	£50.00
Placement Fee when cremation took place elsewhere	£99.00
Temporary Deposit per month after the first month	£15.00

MEMORIALS – 10 YEAR LEASE PERIOD/RENEWAL

Please note: plaque purchase may be required, see overleaf.	
Sanctum - an above ground vault (for up to two sets of ashes)	£980.00
Cordon Pear Tree (for up to two sets of ashes)	£385.00
Standard Rose/Climbing Plant	£290.00
Rose Bush/Shrub	£272.00
Vase Block	£227.00
Memorial Tower	£204.00
Granite Mushroom (one of three or five dedications per mushroom)	£182.00

Children's Teddy Memorial	£159.00
Memorial Bench (one of three dedications per bench)	£170.00
Phillips Memorial	£140.00
Memorial Branch	£114.00

PLAQUES

Acrylic plaques (for garden use/benches)	£62.00
Bronze plaques (for garden use)	£130.00
Granite plaque for Sanctum (includes first 80 letters)	£155.00
Granite plaque for Vase Block	£125.00
Granite plaque for Memorial Tower	£93.00
Granite plaque for Children's Teddy Memorial (varying sizes) prices from	£83.00
Granite disc for Granite Mushroom	£98.00
Leather plaque for Phillips Memorial	£73.00
Bronze finish leaf for Memorial Branch	£47.00

BOOK OF REMEMBRANCE

You can arrange for an entry to be placed in our book of remembrance on any date you choose. All entries are inscribed by hand including the emblems. The book of remembrance is available to view every day on the respective date. There is also an on-line version of the book should you wish to view alternative dates.

2 Lines	£55.00
5 Lines	£92.00
8 Lines	£121.00
5 Lines & Emblem	£184.00
8 Lines & Emblem	£210.00

5 YEAR RENEWAL

Cordon Pear Tree	£203.00
Standard Rose/Climber/Tree	£152.00
Rose Bush/Shrub	£143.00
Granite Vase Block	£120.00
Memorial Tower	£108.00
Granite Mushroom (one of three or five dedications per mushroom)	£95.00
Children's Teddy Memorial	£84.00
Memorial Bench (one of three dedications per bench)	£89.00
Phillips Memorial	£73.00
Memorial Branch	£60.00
Bird Box	£66.00
Bird Bath/Sundial	£150.00

N.B. All items of memorialisation are subject to availability

All ashes are buried loosely in the ground

Please ask at reception for further Memorials, including bespoke possibilities